



VACANCY ANNOUNCEMENT
Palau Community College
Academic Affairs

VA# : 2017-019
Open : 11/1/17
Close : Until Filled

Position : Community and Public Health Instructor

Salary : \$18,009 TO \$31,810.PER ANNUM (depending on qualifications and work experience)

Location : PCC Education and Training Department (Academic Affairs Division)

Summary of Description:

Palau Community College is seeking a qualified Community and Public Health Facilitator/Instructor (CPH). Areas of instruction include concepts, techniques, and applications. Selected applicant will be responsible for preparing and delivering lectures, leading classroom discussions, administering and grading examinations, conducting assessments and evaluations, facilitating and/or other related tasks.

Overall goal of the position is to coordinate the delivery of courses by assisting PCC Administration in scheduling courses and other CPH program related matter, oversee the recruitment and preparation of CPH Instructors/Tutors, and to oversee that the courses are prepared and delivered with quality, integrity, and done so in a timely manner. The selected applicant is also is to continue to implement the current AHEC Public Health Curriculum and, where appropriate, its conversion into a Problem Based Learning format.

Examples of Duties consist of, but are not limited to:

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- Teach a course load appropriate to field or discipline; plan and organize instruction in ways that maximize student learning.
- Contribute to the selection and development of instructional materials in accordance with course objectives.
- Evaluate student performance; maintain accurate records of student progress.
- Prepare, distribute, and submit syllabi and/or approved course outlines in accordance with program/department and academic procedures; Serve on college, divisional and program committees as assigned. Participate in meetings and events required by the college, division and program administrators.
- Develop, implement, and assess academic curriculum as required, including semester/yearly assessments and three year cycle program/departmental reviews.
- Assist AHEC and PCC with “next-steps” educational strategy to transition graduates of ASDPH Programs to face-to-face or distance learning programs leading to a Bachelors in Public Health.
- Teach at least one CPH course per semester

Minimum Qualification/Requirements:

MA degree in Social Science or related field from an accredited university/college. Minimum of 5 yrs. work experience in public health administration or program management. Minimum of 3 yrs. Teaching experience or 5 yrs. work experience in subject to be taught. Must be proficient in listening, speaking and writing in English.

General information:

Application forms may be obtained from the Human Resources Office or at the college website: www.palau.edu . Send completed application, resume and transcripts to: P.O. Box 9, Koror, PW 96940 (copies of transcripts will be sufficient during review process, but official transcripts and a recent police clearance will be required prior to any issued or offered contract). For further information, call 680-488-2470 x 227, or visit the HRD office on campus or email hr@palau.edu .

PCC IS AN EQUAL OPPORTUNITY EMPLOYER